

POSITION DESCRIPTION

Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Classified	Regular	Full-Time	Existing	100%	Other %
Position Number: K0047427		Current Class Title: Public Service Executive II		For Use by Human Resources Allocation: Public Service Executive II Effective Date: 5/2/2010 FLSA Status: Exempt Approved By: Patti Woodcock Pay Grade: 32	
Employee Name: Marc Shiff		Proposed Class Title: (reallocations or new positions only)			
Direct	Name: Linda Kenney	Position Number: K0076002			
Supervisor	Title: Director, Bureau of Family Health				
Location:	Topeka/Shawnee	Other Location:	8:00am - 5:00pm	Other Hours:	
Division:	Division of Health, Bureau of Family Health			Budget Program Number:	65110

Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

2. How much latitude is allowed incumbent in completing work?		Considerable
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3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

The person in this position will participate in a 5-year planning process resulting in specific health-related outcomes for Kansas children and youth with special health care needs (ages 0-21) and their families. These outcomes will guide the work of the incumbent in developing and tracking on performance measures that are evident in policy and program decision-making including: statutes and regulations advisement, personnel management practices, contractual relationships, partnerships with key stakeholders, etc.

4. Which statement best describes the results of error in action or decision of this incumbent?

Loss of life, disruption of operations of a major agency.

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.

Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Number	% of Time	E or M	Description of Duties
1.	20%	E	Personnel Management: Provides direct/indirect supervision of all staff in the Children with Special Health Care Needs (CSHCN) Section. Assures timely hiring, orientation and training (initial and ongoing). Develops and maintains position descriptions for each direct subordinate that accurately reflects work performed. Establishes performance objectives and reviews timely. Meets at least monthly with subordinates to review work performance and set plan for the coming month. Takes appropriate supervisory action as needed.
2.	20%	E	Grants/Contracts/Fiscal Management: Develops federal grant applications including budgets, assures compliance with federal regulations. Develops contracts and funding recommendations for the delivery of specialty diagnostic and treatment services provided through CSHCN to include those provided through outreach clinics, specialty clinics of hospitals and private offices. Reviews and monitors contractors for conformance to contract provisions. Develops and submits state budget for the Section. Reviews and approves Section expenditures to assure cost effective and efficient use of funds. Reviews monthly expenditure reports for conformance to federal and state intent.
3.	20%	E	Program Operations/Standard Setting: Directs the activities of the following Children with Special Health Care Needs programs: medical specialty clinics in Kansas City and Wichita areas, outreach clinics in other service sites, CP Research seating clinics, family stakeholder support groups, and toll-free number. Establishes standards/criteria for use by contractors and others regarding a statewide system of services in compliance with state and federal laws and regulations, and professional standards. Reviews conformance to standards as a quality assurance function. Prepares briefings and other materials relating to program operations and conformance to standards as needed.
4.	20%	E	Program Planning & Evaluation/Data Systems: Conducts an annual Section meeting for the purpose of review of previous year's accomplishments and development of program plans for the coming year. Assures conformance of program plans with annual performance expectations in staff PDs. Assures a system for the collection and analysis of data relating to all areas of program responsibility. Lead the development of outcome and performance objectives and selection/tracking of performance indicators. Prepares required federal and state reports demonstrating program compliance with national and state performance indicators. Assures/conducts program evaluation for each area of program responsibility with report on actions recommended and taken. Prepares reports and recommendations for program and policy issues for review by Bureau and/or Division Director.
5.	15%	E	Coordination/Collaboration/Consultation: Facilitates accomplishment of Section program outcomes, objectives, and performance targets with appropriate individuals and groups inside and outside the Agency. Through direct consultation and/or delegation, serves as the point of contact between the disability community/providers and the CSHCN program. Collaborates in development and maintenance of interagency information and referral agreements. Represents the CSHCN program and the State Agency on various councils, committees, boards, and commissions. Serves as a liaison with other federal and state agencies, public and private providers, insurers, and other private and professional groups outside the agency.
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:		<input checked="" type="radio"/> Supervisor <input type="radio"/> Non-Supervisor	
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7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #
Accounting Specialist	K0047207	Project Coordinator	K0220287
Senior Administrative Assistant	K0053943	Public Service Executive I	K0218909
Public Health Nurse III	K0043108	Public Service Executive I	K0218536
Public Health Nurse I	K0047018		
Health or Environmental Planning Consultant	K0047919		

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?			
<input type="checkbox"/> Local Government Officials <input checked="" type="checkbox"/> State Government Officials <input checked="" type="checkbox"/> Federal Government Officials <input type="checkbox"/> Community Contacts <input checked="" type="checkbox"/> Private Consultants <input type="checkbox"/> Owners <input type="checkbox"/> Operators <input checked="" type="checkbox"/> Legislature <input checked="" type="checkbox"/> KDHE Program Staff <input checked="" type="checkbox"/> Other: Boards and Commissions <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	Frequency: Frequently Occasionally Frequency: Occasionally Frequency: Frequency: Occasionally Daily Occasionally Frequency: Frequency:	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Purpose: carry out duties carry out duties Purpose: carry out duties Purpose: Purpose: provide program information carry out duties provide program information Purpose: Purpose:
Other Purpose:			

9. What hazards, risks or discomforts exist on the job or in the work environment?	
<input checked="" type="radio"/> Normal Office Environment <input type="radio"/> Other (please explain)	2-3 days of In-State and Out-of-State travel may be required at a frequency of about one time per month.

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others. (Check all that apply.)	
<input checked="" type="checkbox"/> Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public. <input type="checkbox"/> Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur. <input type="checkbox"/> Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training. <input type="checkbox"/> Personal protective equipment is provided as necessary. <input checked="" type="checkbox"/> The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries. <input type="checkbox"/> Normal driving and road hazards may occur while traveling Kansas roads. <input checked="" type="checkbox"/> Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc. <input checked="" type="checkbox"/> Requires the use of computer, copier, calculator, fax, and other electrical office machines. <input checked="" type="checkbox"/> Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office. <input type="checkbox"/> Other:	

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.				
Equipment:	Frequency Used:	Equipment:	Frequency Used:	Other:
<input checked="" type="checkbox"/> Computer	Daily	<input type="checkbox"/> Other (describe)	Frequency:	
<input checked="" type="checkbox"/> Telephone	Daily	<input type="checkbox"/> Other (describe)	Frequency:	
<input checked="" type="checkbox"/> Copier	Daily	<input type="checkbox"/> Other (describe)	Frequency:	
<input checked="" type="checkbox"/> Fax machine	Frequently	<input type="checkbox"/> Other (describe)	Frequency:	
<input checked="" type="checkbox"/> Scanner	Frequently			
<input type="checkbox"/> Scientific equipment	Frequency:			
<input type="checkbox"/> Sampling equipment	Frequency:			
<input checked="" type="checkbox"/> Vehicle	Occasionally			

Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Bachelor's degree in a health related field.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required ☐ Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
☐ Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position.
☐ Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.

Other License Nursing or other license as appropriate based on educational background and work experience.

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education

- ☐ High School/GED
☐ Bachelors Degree
☒ Masters Degree
☐ Ph.D.
☐ M.D.
☐ Other
☐ Other
☐ Other
☐ Other

Degree Area

Public Health, Health related field

Preferred Skills

- ☒ Computer Skills
☒ Grammar
☒ Other
☒ Other
☒ Other
☒ Other
☒ Other
☐ Other
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

Management Skills

Oral & Written Communications

Teamwork-Collaboration Skills

Critical Thinking/Problem Solving

Clinical Services

Preferred Experience:

Experience that demonstrates competence in personnel management, grants/contracts/fiscal management, program operations and standard-setting, program planning and evaluation, coordination/collaboration/consultation with stakeholders. Experience in a clinical setting and/or public health area, MCH preferable. Three or more years of progressively challenging experience in a management position in a health or public health related setting.

Part IV: SIGNATURES

Signature of Employee

Date

Signature of Human Resources Official

4/28/2010

Date

Approved:

Linda Kenney

4/21/2010

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

4/28/2010

Date